

**Catawba County Emergency Medical Services  
Emergency Medical Technician – Paramedic/Field Training Officer**

**General Statement of Duties**

Performs all skills and duties of an Emergency Medical Technician – Paramedic as well as assisting with training and evaluation of full time and part time employees. This employee will also assist the Chief Trainer as necessary.

**Distinguished Features of the Position**

An employee in this position will work closely with the Chief Trainer to provide standard training and evaluations for new personnel, current personnel and personnel who are upgrading their current certification. The Field Training Officer will also assist with Quality Assurance by reviewing Patient Care Reports. The Field Training Officer will assist the Management Team in conducting interviews for potential employees as necessary.

**Illustrative Examples of Work**

1. Train and evaluate new employees, current employees and employees who are upgrading their current certification.
2. Assist with continuing education classes.
3. Teach in New Employee Orientation classes.
4. Daily/weekly reviews of Patient Care Reports.
5. Identify clinical area deficiencies with current personnel and develop modalities to facilitate improvement.
6. Assist the Chief Trainers with monthly skill evaluations as needed.
7. Assist the Training Officer, Chief Trainer, EMS Manager, and Medical Director in conducting oral boards for employees of Catawba County EMS.
8. Attend and participate in Training Committee Meetings.
9. Cooperate with other agencies as needed and perform related work as required by the position.

**Knowledge, Skills, and Abilities**

1. Meets all job requirements of Emergency Medical Technician - Paramedic with Catawba County Emergency Medical Services.
2. Considerable knowledge of the Catawba County Personnel Code, Catawba County Emergency Medical Services Standard Operating Guidelines, Catawba County Emergency Medical Services Field

- Treatment Protocols, and the Catawba County Emergency Medical Services Continuing Education Program Guidelines.
3. Considerable knowledge of the geography of Catawba County.
  4. Ability to educate, evaluate, and remediate the employees of Catawba County Emergency Medical Services.
  5. Ability to maintain working relationships with peers.

### **Desirable Training and Experience**

1. Employee must maintain certification as Emergency Medical Technician – Paramedic in the State of North Carolina.
2. Employee must have at least three (3) years of full time field experience as an Emergency Medical Technician – Paramedic with at least one (1) year of full time experience with Catawba County Emergency Medical Service.
3. Employee shall be an individual that is highly motivated and very competent in his/her skills. He/She must excel in patient care as indicated by patient care documentation from Patient Care Reports and by direct observation of the Training Officer and/or Chief Trainer.